

Official Participation in a Leadership Position of a 501(c) Non-profit Organization

Analysis Worksheet

Date Received:

IC:

Employee Name:

Start Date:

Senior/Top 5? (Y/N):

Name of organization	
Has the Organization been established as a 501(c)? Provide evidence.	
Is the organization deemed "professional?" Provide evidence and description of the 501(c).	
Describe the relationship to the employee's official duties and how participation will advance NIH programmatic or policy goals and benefit the Government	
What is the employee's anticipated length of service in the position	
What is the employee's anticipated time commitment (in relation to official duties)?	
Organization mission consistent with and furthers NIH mission?	
What is the title of the leadership position?	
Provide a description of responsibilities governing the position	
Has background/supporting documentation been provided (e.g., bylaws/constitution, list of board of directors, invite/nomination letter etc...)? Briefly describe and attach documentation	
Is there evidence of representation on behalf of another before the government (18 USC 205)? If so, describe the resolution.	

Is there expected participation in business affairs? If so, describe the resolve.	
Is there evidence of supplementation of salary (18 USC 209)? If, so describe the resolution.	
Is there expected involvement in fundraising (2635.808)? If so, describe the resolution.	
Is there expected involvement in political activities (5 USC 7324)? If so, describe the resolution.	
Is there expected involvement in lobbying (18 USC 1913)? If so, describe the resolution.	
<p>Is there any appearance of preferential treatment among NIH employee's serving in leadership positions with the organization (e.g. other NIHers on board)</p> <ul style="list-style-type: none"> • Other NIH employee's requested and been denied service • NIH has other official relations with the organization <p>If so, please explain.</p>	
Is there evidence of agency support (e.g. use of agency funds for travel, meals, etc.)?	
Does the employee currently participate in other NIH matters that involve the organization? If so, please describe.	
Has the employee formerly served the organization in a personal capacity within the past year (cooling off period of recusal)? If so, please explain.	
Does participation in a leadership position in an official capacity require an authorization? If so, has the authorization been included in the current request?	
Have any 208 conflict of interest issues been identified? If so, what are they and how have they been resolved?	

Have any 502 appearances of a conflict of interest been identified? If so, what are they and how have they been resolved?	
Has the employee obtained supervisor approval per the ODA memo?	

IC Ethics Official:	Recommendation: <input type="checkbox"/> Concurrence <input type="checkbox"/> Non-Concurrence	Date:
NEO Specialist:	Recommendation: <input type="checkbox"/> Concurrence <input type="checkbox"/> Non-Concurrence	Date:
NEO Management:	Recommendation: <input type="checkbox"/> Concurrence <input type="checkbox"/> Non-Concurrence	Date: